



## Flying NZ - Aero Club Safety Management System Checklist

### Element One SAFETY POLICY AND ACCOUNTABILITY

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a written Safety Policy and Safety Commitment Statement confirming Safety is a priority				
Is the Safety Policy approved and signed by President				
Is the Safety Policy communicated to Staff and readily available to all Employees				
Is there a process to regularly review and revise safety policy				
Safety Responsibilities and Accountability of key personnel are defined and documented.				
Do the President and Committee have the required resources to maintain a Safety Management System				
Are Safety goals established and documented				
Is there a formal process to develop and document a set of safety objectives and goals				
Is there a key person in charge of Safety				

**Element Two**      **COORDINATED EMERGENCY RESPONSE PLANNING**

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Does the Club have a documented Emergency Response Plan signed by the President				
Is there is a process to review and revise the Emergency Preparedness Procedures as required				
Does the Club have a process to educate employees on the Emergency Plan contents and their specific responsibilities				
The Club has conducted, and documented drills and exercises including table top exercises with key employees and partners every two years				
There is a documented and demonstrated means of ensuring all staff are familiar with the Emergency Response Plan				
There is a procedure to ensure the procedures are reviewed and likely to be effective.				

**Element Three**      **DEVELOPMENT MAINTENANCE AND CONTROL OF SAFETY MANAGEMENT DOCUMENTATION.**

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
There is a consolidated Document that Describes SMS				
There is a formal process to periodically review SMS documentation to ensure accuracy and effectiveness				
Is there a person or persons assigned to control and maintain documentation				

**Element Four****HAZARD IDENTIFICATION**

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes /No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a documented and demonstrated means to identify operational hazards				
Does the Club have a system or process to capture internal information including accidents, incidents and other data relevant to SMS				
Is there a process to provide feedback to staff on hazard related information				
Is there a documented means of collecting, analysing and disseminating safety reports				

**Element Five** RISK MANAGEMENT

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a structured process for the identification, assessment and control of risks associated with identified hazards				
Does the Club have documented Control and Mitigation strategies				
Is the Club able to demonstrate the risk management process through records				
Do Management and staff have risk management training appropriate to their role.				

**Element Six** SAFETY INVESTIGATION

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a documented procedure for conducting internal safety investigation				
Does the Club have appointed competent and appropriately educated investigators				
Outline when and why to investigate				
Establish and document a process				

**Element Seven** MONITORING AND MEASURING PERFORMANCE

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a documented means of monitoring safety performance				
Is there a process to develop safety performance indicators				
Is there a formal process to set safety performance targets				

**Element Eight** MANAGEMENT OF CHANGE

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Does the Club have a formal process to identify and manage change				
Is the Change process documented				

**Element Nine** CONTINUAL IMPROVEMENT OF SMS

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Does the Club have a documented process to show how it uses its performance monitoring to inform management review process so that action can be taken to improve the SMS				
Is there a document action plan and allocation of resources to achieve improvements.				

**Element Ten** INTERNAL AUDIT PROGRAMME

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes/No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there an established Risk Based Audit programme				
Are Audits are carried out by qualified personnel				
Are Corrective actions are taken in a timely manner				
Are the Effectiveness of Corrective and Preventative actions measured				
Are Audit reports reported to personnel responsible for the activity				
Are Audit reports documented and reported to appropriate staff				



**Element Eleven** MANAGEMENT REVIEW

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes / No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a Documented method of conducting a Management review				
Specify Frequency of Management Reviews				
Are Results of the Management Review evaluated and recorded				

**Element Twelve** SAFETY TRAINING AND EDUCATION PROGRAMME

<u>Element</u>	<u>State Where Documented)</u>	<u>Complies Yes /No</u>	<u>Comment</u>	<u>Target Date to be Completed By</u>
Is there a documented process to train staff in SMS				
Are there documented training requirements for Safety manager to achieve competence				
Are there Documented training requirements for President and Committee and key staff to achieve				

**Element Thirteen** COMMUNICATION OF SAFETY CRITICAL INFORMATION

<u>Element</u>	<u>State Where Documented</u>	<u>Complies Yes /No</u>		<u>Target Date to be Completed By</u>
Is there a documented process to communicate safety critical information to all staff				
Are there documented methods of effectively promoting safety to all staff and Members				